



# CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ANIMAL CARE SERVICES BUREAU

7700 E. Spring Street | Long Beach, CA 90815 | (562) 570-7387 FAX (562) 570-3053

## **Restricted Dog and Cat Transfer Permit Application Instructions**

Any person, business or 501(c)(3) Incorporated organization wishing to sell or transfer a dog or cat for any form of compensation in the City of Long Beach must first apply for a Dog and Cat Transfer Permit. The owners of the animals to be transferred must:

- ☐ Completely fill out the application -The application must be signed by all owners of the animals to be transferred
- ☐ Provide the information of the Breeder / Distributor of Dogs and/or Cats;
- ☐ Provide proof of valid 501(c)(3) (if applicable)
- ☐ Provide a copy of a valid City of Long Beach Business License (if applicable)
- ☐ Provide proof of Micro-chipping for all animals to be transferred
- ☐ Pay the required application fee (non-refundable)

Prior to processing the application, the non-refundable application fee of \$200.00 must be received by the Bureau. Once the Bureau has received the required application fee, the application will be reviewed for proper qualifications and documentation. Notification will be sent that you are approved for a Dog and Cat Transfer Permit or that the requirements have not been met.

If you are approved for a Dog and Cat Transfer Permit, there is an additional permit fee of \$300.00 that will be due prior to the permit being issued.

No person, as principal, agent, employee or otherwise, shall sell or transfer, for compensation or otherwise, any dog or cat within the City, without first applying to and receiving a transfer permit to do so from the Department of Health and Human Services, Animal Care Services Bureau.

**Dog owners who have received a breeding permit under Section 6.16.190 shall not be required to apply for a transfer permit.**

One transfer permit shall be issued per litter, unless the applicant for a transfer permit operates a pet store or is a validly incorporated 501(c)(3) animal rescue organization, in which case the transfer permit shall be issued annually.

The application for a transfer permit shall be filed by all of the owners of the dogs or cats to be transferred, and shall contain such information as is requested by the City, including without limitation the following:

1. The name and address of the breeder(s) / distributors of the dogs or cats to be transferred or offered for transfer, or if unknown, evidence that the applicant is a validly incorporated 501(c)(3) animal rescue organization.
2. The address of the location at which the dog or cat litter was whelped, or if unknown, evidence that the applicant is a validly incorporated 501(c)(3) animal rescue organization.
3. Such other information as may be required by the director, or designee, consistent with the purposes of this Chapter, this Code, and applicable law.

**Prior to processing the application the director shall receive the required transfer permit application fee, and such application fee shall be non-refundable. After processing the application but prior to issuing a transfer permit, the director shall receive the required transfer permit fee, and such permit fee shall be non-refundable.**

The following dogs and/or applicant(s) are exempt from both the application fee and transfer permit fee requirements but are subject to the other requirements of this Section to the extent such requirements do not conflict with state or federal law:

1. Dogs documented as having been appropriately trained and actively used by law enforcement agencies for law enforcement or rescue activities, the offspring of which are to be used for the same purposes.
2. Dogs documented as guide, signal or service dogs pursuant to the California Penal Code or the California Business and Professions Code.
3. Validly incorporated 501(c)(3) animal rescue organizations.

**The following provisions shall apply to the sale, adoption or other transfer of dogs and cats, whether or not a transfer permit is required:**

1. Any person who offers or provides any dog or cat for sale or transfer, whether for compensation or otherwise, shall disclose to the transferee in writing information regarding the dog's or cat's immunization history and the license and permit requirements of the City applicable to the transferred animal.
2. No person shall sell or otherwise transfer any dog without such dog having an Electronic Animal Identification Device implanted, and such device shall identify the breeding permit number under which the dog was bred or the transfer permit number, as applicable, and a description of the transferred dog including the breed, gender, color and age.
3. No person shall sell or otherwise transfer any dog or cat without reporting the name, address and phone number of the transferee to the director within ten business days of the transfer.
4. Any advertisement to the public regarding the availability of any dog which was bred within the City for sale or transfer, whether for compensation or otherwise, shall prominently display the breeding permit number.
5. Any advertisement to the public regarding the availability of any dog or cat for sale or transfer, which was bred outside the City, whether for compensation or otherwise, shall prominently display the transfer permit number.
6. No person shall give away any dog or cat as a prize or as an inducement to enter into any contest, lottery, drawing, auction, game or competition.
7. No person shall give away any dog or cat as an inducement to enter a place of business, or to enter into a business arrangement.
8. No person shall sell, barter, exchange or offer for adoption, whether for compensation or otherwise, any dog or cat to any minor under the age of eighteen.
9. Proper shelter shall be provided for all dogs and cats to be transferred.
10. Clean and reasonably temperate water shall be provided to all dogs and cats at all times.
11. Nutritious food sufficient to properly nourish the dog or cat shall be provided.
12. Dogs' and cats' living quarters and yards shall be properly maintained at all times, including without limitation removal of feces and urine to prevent odors from entering surrounding areas.
13. Dogs shall be kept in a manner which prevents barking from disturbing occupants or users of surrounding areas.
14. A valid business license shall be required for all transfers made for compensation.
15. All Pet Shops and Incorporated 501(c)(3) Animal Rescues with facilities will meet all local, state and federal standards as required by law.

# Applicant Information

## Business Name / 501(c)(3) Non-profit Organization

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Alt Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Driver's License/ID # \_\_\_\_\_

## Business Owner / Officer of Organization

Owner/Officer Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Alt Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Driver's License/ID # \_\_\_\_\_ Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Owner/Officer Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Alt Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Driver's License/ID # \_\_\_\_\_ Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## City of Long Beach Business License

Name \_\_\_\_\_  
License # \_\_\_\_\_ License Type \_\_\_\_\_

## List of Breeders / Distributors of Dogs and /or Cats

Name of Breeder/Distributor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Alt Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Type of Animal \_\_\_\_\_ Breed of Animal \_\_\_\_\_

Name of Breeder/Distributor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Alt Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Type of Animal \_\_\_\_\_ Breed of Animal \_\_\_\_\_

Name of Breeder/Distributor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Alt Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Type of Animal \_\_\_\_\_ Breed of Animal \_\_\_\_\_

Name of Breeder/Distributor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Alt Phone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Type of Animal \_\_\_\_\_ Breed of Animal \_\_\_\_\_

Business owner must keep Long Beach Animal Control updated with list of current Breeders and /or Distributors of Dogs and/or Cats.

### The following must be included:

☒ Copy of valid Long Beach City Business License

Employees of the Animal Care Services Bureau shall have the right to inspect, on more than one occasion, the property of any permittee used for breeding, whelping or holding any animals during reasonable hours and without advance notice.

Failure of any person to comply with all terms and conditions of the breeding permit or the transfer permit and applicable law shall be grounds for the revocation or suspension of said breeding permit or transfer permit and shall be grounds for denial of future breeding and/or transfer permits.

Persons who violate any provision of Chapter 6.16.190 of the Long Beach Municipal Code may be assessed an administrative penalty under Section 9.65 of the Long Beach Municipal Code, in addition to any criminal penalties that may be assessed under Section 1.32 of the Long Beach Municipal Code.

Possession of a valid breeding or transfer permit under Chapter 6.16.190 of the Long Beach Municipal Code does not entitle the permittee to engage in an activity which is otherwise prohibited by law.

I have reviewed and will comply with all applicable rules and regulations regarding breeding and keeping animals on private property. I have read this document, understand it, and sign voluntarily.

**Applicant**

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

**Applicant #2 (if applicable)**

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

**Owner of Dam**

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

**Owner of Dam #2 (if applicable)**

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

**Owner of Sire**

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

**Owner of Sire #2 (if applicable)**

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

**Please list all animals to be transferred:**

Type \_\_\_\_\_ Sex \_\_\_\_\_ Spayed or Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if altered, provide proof)  
Breed \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Color \_\_\_\_\_ Microchip # \_\_\_\_\_

Type \_\_\_\_\_ Sex \_\_\_\_\_ Spayed or Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if altered, provide proof)  
Breed \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Color \_\_\_\_\_ Microchip # \_\_\_\_\_

Type \_\_\_\_\_ Sex \_\_\_\_\_ Spayed or Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if altered, provide proof)  
Breed \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Color \_\_\_\_\_ Microchip # \_\_\_\_\_

Type \_\_\_\_\_ Sex \_\_\_\_\_ Spayed or Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if altered, provide proof)  
Breed \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Color \_\_\_\_\_ Microchip # \_\_\_\_\_

Type \_\_\_\_\_ Sex \_\_\_\_\_ Spayed or Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if altered, provide proof)  
Breed \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Color \_\_\_\_\_ Microchip # \_\_\_\_\_

Type \_\_\_\_\_ Sex \_\_\_\_\_ Spayed or Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if altered, provide proof)  
Breed \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Color \_\_\_\_\_ Microchip # \_\_\_\_\_

Type \_\_\_\_\_ Sex \_\_\_\_\_ Spayed or Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if altered, provide proof)  
Breed \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Color \_\_\_\_\_ Microchip # \_\_\_\_\_

Type \_\_\_\_\_ Sex \_\_\_\_\_ Spayed or Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if altered, provide proof)  
Breed \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Color \_\_\_\_\_ Microchip # \_\_\_\_\_

Type \_\_\_\_\_ Sex \_\_\_\_\_ Spayed or Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if altered, provide proof)  
Breed \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Color \_\_\_\_\_ Microchip # \_\_\_\_\_

Type \_\_\_\_\_ Sex \_\_\_\_\_ Spayed or Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if altered, provide proof)  
Breed \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Color \_\_\_\_\_ Microchip # \_\_\_\_\_

For Office Use Only

Application Received:		Received By:	
Background Check Completed:		Findings:	
Property Inspection Completed:			
Business License Received:			
501(c)(3) Received:			
Permit Approved: By:                      Date:			
Permit Number #			
Re-check:			
New Owner Information Received:			
Micro-chipping Certificates Received:			
Additional Information:			

# RECORD OF TRANSFER

Transfer Permit Number \_\_\_\_\_ Date of Transfer/Sale \_\_\_\_\_

## Transferring Owner Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_-\_\_\_\_ Alt Phone Number (\_\_\_\_) \_\_\_\_-\_\_\_\_

## New Owner Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_-\_\_\_\_ Alt Phone Number (\_\_\_\_) \_\_\_\_-\_\_\_\_

## Animal Information:

Type \_\_\_\_\_ Sex \_\_\_\_\_ Spayed or Neutered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if altered, provide proof)

Breed \_\_\_\_\_ Birth Date: \_\_\_\_\_

Color \_\_\_\_\_ Microchip # \_\_\_\_\_

## Immunization History (if given by licensed veterinarian please attach copies):

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***All dogs aged 4 months or older must have a valid dog license issued by the City of Long Beach. In order to receive a dog license, a valid certificate of rabies inoculation must be submitted along with the required dog licensing fee.***

(copies to be given to new owner and to Long Beach Animal Control)